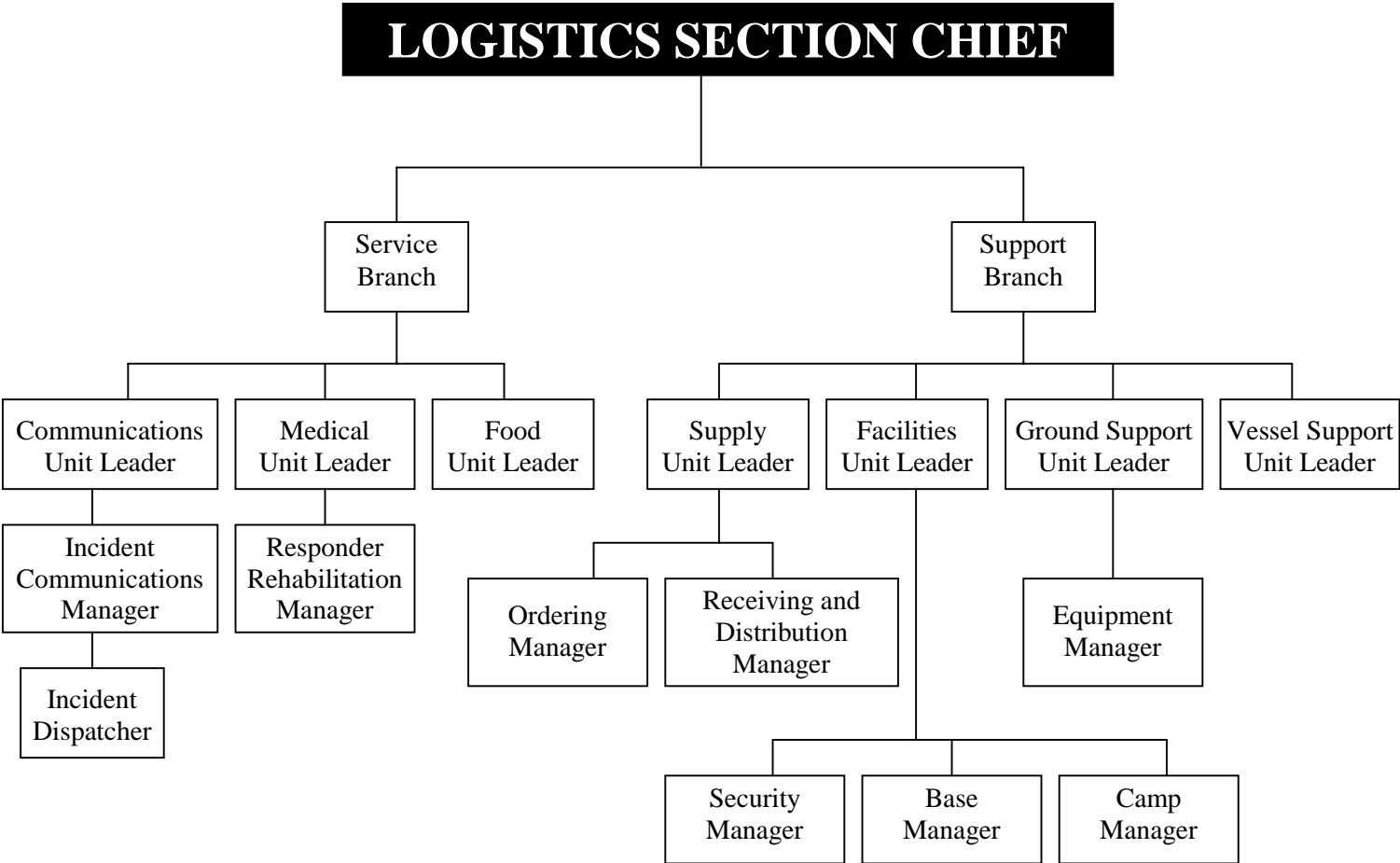


CHAPTER 10

LOGISTICS SECTION

ORGANIZATION CHART



LOGISTICS SECTION CHIEF (LSC) - The Logistics Section Chief (LSC), a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The LSC participates in the development and implementation of the IAP and activates and supervises the Branches and Units within the Logistics Section. The major responsibilities of the Logistics Section Chief are:

- a. Review Common Responsibilities (Page 2-1).
- b. Plan the organization of the Logistics Section.
- c. Assign work locations and preliminary work tasks to Section personnel.
- d. Notify the Resources Unit of the Logistics Section units activated including names and locations of assigned personnel.
- e. Assemble and brief Branch Directors and Unit Leaders.
- f. Participate in preparation of the IAP.
- g. Identify service and support requirements for planned and expected operations.
- h. Provide input to and review the Communications Plan, Medical Plan and Traffic Plan.
- i. Coordinate and process requests for additional resources.
- j. Review the IAP and estimate Section needs for the next operational period.
- k. Advise on current service and support capabilities.
- l. Prepare service and support elements of the IAP.
- m. Estimate future service and support requirements.
- n. Receive Incident Demobilization Plan from Planning Section.

- o. Recommend release of Unit resources in conformity with Incident Demobilization Plan.
- p. Ensure the general welfare and safety of Logistics Section personnel.
- q. Maintain Unit Activity Log (ICS Form 214).

SERVICE BRANCH DIRECTOR - The Service Branch Director, when activated, is under the supervision of the LSC, and is responsible for the management of all service activities at the incident. The Branch Director supervises the operations of the Communications, Medical and Food Units. The major responsibilities of the Service Branch Director are:

- a. Review Common Responsibilities (Page 2-1).
- b. Obtain working materials.
- c. Determine the level of service required to support operations.
- d. Confirm dispatch of Branch personnel.
- e. Participate in planning meetings of Logistics Section personnel.
- f. Review the IAP.
- g. Organize and prepare assignments for Service Branch personnel.
- h. Coordinate activities of Branch Units.
- i. Inform the LSC of Branch activities.
- j. Resolve Service Branch problems.
- k. Maintain Unit/Activity Log (ICS Form 214),

COMMUNICATIONS UNIT LEADER - The Communications Unit Leader is responsible for developing plans for the effective use of incident communications equipment and facilities; installing and testing of communications equipment; supervision of the Incident Communications Center; distribution of communications equipment to incident personnel; and

the maintenance and repair of communications equipment. The major responsibilities of the Communications Unit Leader are:

- a. Review Unit Leader Responsibilities (Page 2-2).
- b. Determine Unit personnel needs.
- c. Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
- d. Ensure the Incident Communications Center and the Message Center is established.
- e. Establish appropriate communications distribution/maintenance locations within the Base/Camp(s).
- f. Ensure communications systems are installed and tested.
- g. Ensure an equipment accountability system is established.
- h. Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.
- i. Provide technical information as required on:
 - Adequacy of communications systems currently in operation.
 - Geographic limitation on communications systems.
 - Equipment capabilities/limitations.
 - Amount and types of equipment available.
 - Anticipated problems in the use of communications equipment.
- j. Supervise Communications Unit activities.
- k. Maintain records on all communications equipment as appropriate.
- l. Ensure equipment is tested and repaired.
- m. Recover equipment from Units being demobilized.
- n. Maintain Unit/Activity Log (ICS Form 214)

INCIDENT DISPATCHER - The Incident Dispatcher (including Incident Communications Manager) is responsible for receiving and transmitting radio and telephone messages among and between personnel and to provide dispatch services at the incident. The major responsibilities of the Incident Dispatcher are:

- a. Review Common Responsibilities (Page 2-1).
- b. Ensure adequate staffing (Incident Communications Manager).
- c. Obtain and review the IAP to determine the incident organization and Incident Radio Communications Plan.
- d. Set up Incident Radio Communications Center; check-out equipment.
- e. Request service on any inoperable or marginal equipment.
- f. Set-up Message Center location, as required.
- g. Receive and transmit messages within and external to the incident.
- h. Maintain files of Status Change Cards (ICS Form 210) and
- i. General Messages (ICS Form 213).
- j. Maintain a record of unusual incident occurrences.
- k. Provide a briefing to relief personnel on:
 - Current activities.
 - Equipment status.
 - Any unusual communications situations.
- l. Turn in appropriate documents to the Incident Communications Manager or Communications Unit Leader.
- m. Demobilize the Communications Center in accordance with the Incident Demobilization Plan.
- n. Maintain Unit/Activity Log (ICS Form 214).

MEDICAL UNIT LEADER - The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records. The major responsibilities of the Medical Unit Leader are:

- a. Review Unit Leader Responsibilities (Page 2-2).
- b. Participate in Logistics Section/Service Branch planning activities.
- c. Establish the Medical Unit.
- d. Prepare the Medical Plan (ICS Form 206).
- e. Prepare procedures for major medical emergency.
- f. Declare major medical emergency as appropriate.
- g. Respond to requests for medical aid, medical transportation, and medical supplies.
- h. Prepare and submit necessary documentation.
- i. Maintain Unit/Activity Log (ICS Form 214).

RESPONDER REHABILITATION MANAGER - The Responder Rehabilitation Manager reports to the Medical Unit Leader and is responsible for the rehabilitation of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions. The major responsibilities of the Responder Rehabilitation Manager are:

- a. Review Common Responsibilities (Page 2-1).
- b. Designate the responder rehabilitation location and have the location announced on the radio with radio designation "Rehab".
- c. Request necessary medical personnel to

- evaluate the medical condition of personnel being rehabilitated.
- d. Request necessary resources for rehabilitation of personnel, (e.g., water, juice, personnel).
- e. Request food through the Food Unit or LSC, as necessary, for personnel being rehabilitated.
- f. Release rehabilitated personnel to Planning Section for reassignment.
- g. Maintain appropriate records and documentation.
- h. Maintain Unit/Activity Log (ICS Form 214).

FOOD UNIT LEADER - The Food Unit Leader is responsible for supplying the food needs for the entire incident, including all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments. The major responsibilities of the Food Unit Leader are:

- a. Review Common Responsibilities (Page 2-1).
- b. Review Unit Leader Responsibilities (Page 2-2).
- c. Determine food and water requirements.
- d. Determine the method of feeding to best fit each facility or situation.
- e. Obtain necessary equipment and supplies and establish cooking facilities.
- f. Ensure that well-balanced menus are provided.
- g. Order sufficient food and potable water from the Supply Unit.
- h. Maintain an inventory of food and water.
- i. Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
- j. Supervise caterers, cooks, and other Food Unit personnel as appropriate.
- k. Maintain Unit/Activity Log (ICS Form 214).

SUPPORT BRANCH DIRECTOR - The Support

Branch Director, when activated, is under the direction of the LSC, and is responsible for the development and implementation of logistics plans in support of the Incident Action Plan. The Support Branch Director supervises the operations of the Supply, Facilities and Ground Support Units. The major responsibilities of the Support Branch Director are:

- a. Review Common Responsibilities (Page 2-1)
- b. Obtain work materials.
- c. Identify Support Branch personnel dispatched to the incident.
- d. Determine initial support operations in coordination with the LSC and Service Branch Director.
- e. Prepare initial organization and assignments for support operations.
- f. Assemble and brief Support Branch personnel.
- g. Determine if assigned Branch resources are sufficient.
- h. Maintain surveillance of assigned units work progress and inform the LSC of their activities.
- i. Resolve problems associated with requests from the Operations Section.
- j. Maintain Unit/Activity Log (ICS Form 214).

SUPPLY UNIT LEADER - The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment. The major responsibilities of the Supply Unit Leader are:

- a. Review Common Responsibilities (Page 2-1).
- b. Review Unit Leader Responsibilities (Page 2-2).
- c. Participate in Logistics Section/Support Branch planning activities.

- d. Determine the type and amount of supplies enroute.
- e. Review the IAP for information on operations of the Supply Unit.
- f. Develop and implement safety and security requirements.
- g. Order, receive, distribute, and store supplies and equipment.
- h. Receive and respond to requests for personnel, supplies and equipment.
- i. Maintain an inventory of supplies and equipment.
- j. Service reusable equipment.
- k. Submit reports to the Support Branch Director.
- l. Maintain Unit/Activity Log (ICS Form 214).

ORDERING MANAGER - The Ordering Manager is responsible for placing all orders for supplies and equipment for the incident. The Ordering Manager reports to the SUL. The major responsibilities of the Ordering Manager are:

- a. Review Common Responsibilities (Page 2-1).
- b. Obtain necessary agency(s) order forms.
- c. Establish ordering procedures.
- d. Establish name and telephone numbers of agency(s) personnel receiving orders.
- e. Set up filing system.
- f. Get names of incident personnel who have ordering authority.
- g. Check on what has already been ordered.
- h. Ensure order forms are filled out correctly.
- i. Place orders in a timely manner.
- j. Consolidate orders, when possible.
- k. Identify times and locations for delivery of supplies and equipment.
- l. Keep Receiving and Distribution Manager informed of orders placed.

- m. Submit all ordering documents to the Documentation Control Unit through the Supply Unit Leader before demobilization.
- n. Maintain Unit/Activity Log (ICS Form 214).

RECEIVING AND DISTRIBUTION MANAGER - The Receiving and Distribution Manager is responsible for receiving and distributing of all supplies and equipment (other than primary resources) and the service and repair of tools and equipment. The Receiving and Distribution Manager reports to the Supply Unit Leader. The major responsibilities of the Receiving and Distribution Manager are:

- a. Review Common Responsibilities (Page 2-1).
- b. Order required personnel to operate supply area.
- c. Organize the physical layout of the supply area.
- d. Establish procedures for operating the supply area.
- e. Set up a filing system for receiving and distributing supplies and equipment.
- f. Maintain inventory of supplies and equipment.
- g. Develop security requirement for supply area.
- h. Establish procedures for receiving supplies and equipment.
- i. Submit necessary reports to the Supply Unit Leader.
- j. Notify Ordering Manager of supplies and equipment received.
- k. Provide necessary supply records to Supply Unit Leader.
- l. Maintain Unit/Activity Log (ICS Form 214).

FACILITIES UNIT LEADER - The Facilities Unit Leader is primarily responsible for the layout and activation of incident facilities, (e.g., Base, Camp(s), and ICP). The Facilities Unit Leader provides sleeping and sanitation

facilities for incident personnel and manages Base and Camp(s) operations. Each facility (Base, Camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Managers are to provide security service and general maintenance. The Facility Unit Leader reports to the Support Branch Director. The major responsibilities of the Facilities Unit Leader are:

- a. Review Common Responsibilities (Page 2-1).
- b. Review Unit Leader Responsibilities (Page 2-2).
- c. Obtain a briefing from the Support Branch Director or the LSC.
- d. Receive and review a copy of the IAP.
- e. Participate in Logistics Section/Support Branch planning activities.
- f. Determine requirements for each facility, including the ICP.
- g. Prepare layouts of incident facilities.
- h. Notify unit leaders of facility layout.
- i. Activate incident facilities.
- j. Provide Base and Camp Managers and personnel to operate facilities.
 - a. Provide sleeping facilities.
 - b. Provide security services.
 - c. Provide facility maintenance services (e.g., sanitation, lighting, clean up).
 - d. Demobilize Base and Camp facilities.
 - e. Maintain facility records
 - f. Maintain Unit/Activity Log (ICS Form 214).

FACILITY MAINTENANCE SPECIALIST - The Facility Maintenance Specialist is responsible for ensuring that proper sleeping and sanitation facilities are maintained; for providing shower facilities; for providing and

maintaining lights and other electrical equipment; and to maintain the Base, Camp, and ICP facilities in a clean and orderly manner. The major responsibilities of the Facility Maintenance Specialist are:

- a. Review Common Responsibilities (Page 2-1).
- b. Request required maintenance support personnel and assign duties.
- c. Obtain supplies, tools, and equipment.
- d. Supervise/perform assigned work activities.
- e. Ensure that all facilities are maintained in a safe condition.
- f. Disassemble temporary facilities when they are no longer required.
- g. Restore the area to its pre-incident condition.
- h. Maintain Unit/Activity Log (ICS Form 214).

SECURITY MANAGER - The Security Manager is responsible for providing safeguards needed to protect personnel and property from loss or damage. The major responsibilities of the Security Manager are:

- a. Review Common Responsibilities (Page 2-1).
- b. Establish contacts with local law enforcement agencies, as required.
- c. Contact the Resource Use Specialist for crews or Agency Representatives to discuss any special custodial requirements that may affect operations.
- d. Request required personnel support to accomplish work assignments.
- e. Ensure that support personnel are qualified to manage security problems.
- f. Develop Security Plan for incident facilities.
- g. Adjust Security Plan for personnel and equipment changes and releases.
- h. Coordinate security activities with appropriate incident personnel.

- i. Keep the peace, prevent assaults, and settle disputes through coordination with Agency Representatives.
- j. Prevent theft of all government and personal property.
- k. Document all complaints and suspicious occurrences.
- l. Maintain Unit/Activity Log (ICS Form 214).

BASE MANAGER - The Base Manager is responsible for ensuring that appropriate sanitation, security, and facility management services are conducted at the Base. The Base Manager duties include:

- a. Review Common Responsibilities (Page 2-1).
- b. Determine personnel support requirements.
- c. Obtain necessary equipment and supplies.
- d. Ensure that all facilities and equipment are set up and properly functioning.
- e. Supervise the establishment of:
 - Sanitation facilities (including showers), and.
 - Sleeping facilities.
- f. Make sleeping area assignments.
- g. Ensure that strict compliance is made with all applicable safety regulations.
- h. Ensure that all facility maintenance services are provided.
- i. Maintain Unit/Activity Log (ICS Form 214).

CAMP MANAGER - On large incidents, one or more camps may be established by the General Staff to provide better support to operations. Camps may be in-place several days or may be moved depending upon the nature of the incident. Functional Unit activities performed at the ICS Base may be performed at the Camp(s). These could include: Supply, Medical, Ground Support, Food, Communications, and

Finance/Administration, as well as the Facilities Unit functions of facility maintenance and security. Camp Managers are responsible for providing non-technical coordination for all units operating within the Camp. The ICS General Staff will determine the units assigned to the Camps. The personnel requirements for units at the Camps will be determined by the parent unit based on the kind and size of incident and expected duration of Camp operations. The major responsibilities of the Camp Manager are:

- a. Review Common Responsibilities (Page 2-1).
- b. Determine personnel support requirements.
- c. Obtain necessary equipment and supplies.
- d. Ensure that all sanitation, shower, and sleeping facilities are set up and properly functioning.
- e. Make sleeping arrangements.
- f. Provide direct supervision for all facility maintenance and security services at Camp.
- g. Ensure that strict compliance is made with all applicable safety regulations.
- h. Ensure that all Camp-to-Base communications are centrally coordinated.
- i. Ensure that all Camp-to-Base transportation scheduling is centrally coordinated.
- j. Provide overall coordination of all Camp activities to ensure that all assigned Units operate effectively and cooperatively in meeting incident objectives.
- k. Maintain Unit/Activity Log (ICS Form 214).

GROUND SUPPORT UNIT LEADER - The Ground Support Unit Leader is primarily responsible for: 1) support out-of-service resources; 2) transportation of personnel, supplies, food, and equipment 3) fueling, service, maintenance, and repair of vehicles and other ground support equipment; and 4) implementing the

Traffic Plan for the incident. The major responsibilities of the Ground Support Unit Leader are:

- a. Review Common Responsibilities (Page 2-1).
- b. Review Unit Leader Responsibilities (Page 2-2).
- c. Participate in Support Branch/Logistics Section planning activities.
- d. Develop and implement the Traffic Plan.
- e. Support out-of-service resources.
- f. Notify the Resources Unit of all status changes on support and transportation vehicles.
- g. Arrange for and activate fueling, maintenance, and repair of ground resources.
- h. Maintain Support Vehicle Inventory and transportation vehicles (ICS Form 218).
- i. Provide transportation services, IAW requests from the LSC or Support Branch Director.
- j. Collect use information on rented equipment.
- k. Requisition maintenance and repair supplies (e.g., fuel, spare parts).
- l. Maintain incident roads.
- m. Submit reports to Support Branch Director as directed.
- n. Maintain Unit/Activity Log (ICS Form 214).

EQUIPMENT MANAGER - The Equipment Manager provides service, repair, and fuel for all apparatus and equipment; provides transportation and support vehicle services; and maintains records of equipment use and service provided. The major responsibilities of the Equipment Manager are:

- a. Review Common Responsibilities (Page 2-1).
- b. Obtain the IAP to determine locations for assigned resources, Staging Area locations, and fueling and service requirements for all resources.
- c. Obtain necessary equipment and supplies.

- d. Provide maintenance and fueling according to schedule.
- e. Prepare schedules to maximize use of available transportation.
- f. Provide transportation and support vehicles for incident use.
- g. Coordinate with Agency Representatives on service and repair policies, as required.
- h. Inspect equipment condition and ensure coverage by equipment agreement.
- i. Determine supplies (e.g., gasoline, diesel, oil and parts needed to maintain equipment in an efficient operating condition), and place orders with the Supply Unit.
- j. Maintain Support Vehicle Inventory (ICS Form 218)
- k. Maintain equipment rental records.
- l. Maintain equipment service and use records.
- m. Check all service repair areas to ensure that all appropriate safety measures are being taken.
- n. Maintain Unit/Activity Log (ICS Form 214).

VESSEL SUPPORT UNIT LEADER - The Vessel Support Unit Leader is responsible for implementing the Vessel Routing Plan for the incident and coordinating transportation on the water and between shore resources. Since most vessels will be supported by their own infrastructure, the Vessel Support Unit may be requested to arrange fueling, dockage, maintenance, and repair of vessels on a case-by-case basis. The major responsibilities of the Vessel Support Unit Leader are:

- a. Review Common Responsibilities (Page 2-1).
- b. Review Unit Leader Responsibilities (Page 2-2).
- c. Obtain a briefing from the Support Branch Director or the LSC.

- d. Participate in Support Branch/Logistics Section planning activities.
- e. Coordinate development of the Vessel Routing Plan.
- f. Coordinate vessel transportation assignments with the Protection and Recovery Branch or other sources of vessel transportation.
- g. Coordinate water-to-land transportation with the Ground Support Unit, as necessary.
- h. Maintain a prioritized list of transportation requirements that need to be scheduled with the transportation source.
- i. Support out-of-service vessel resources, as requested.
- j. Arrange for fueling, dockage, maintenance and repair of vessel resources, as requested.
- k. Maintain inventory of support and transportation vessels.
- l. Maintain Unit/Activity Log (ICS Form 214).